

Attendance Policy

Attendance Policy (Absences)

All absences have a point value assigned to them.

- Guardian Excused absence (G or E) – 1 point (**Parent or guardian must call within 5 days of absence**)
- Way late (more than 10 minutes late to class) (W) – 2 points
- Unexcused absence (absence where school doesn't hear from parent or guardian) (A) – 4 points
- Confirmed sluff (Z) – 6 points

An accumulation of 6 points in a class will result in a no grade “NG” in the class. This means that you will receive no credit for the class unless you make the absence or tardy up in attendance school.

Tardy Policy

An accumulation of 4 tardies in a class results in an “NG” in the class.

How to make credit up

In order to regain credit in the class, you must make up the absence or tardy in an attendance school session. These will begin the third week of the quarter (sooner if prior arrangements are made with their Assistant Principal). **All sessions must be completed before the quarter ends.** Each session is \$2 and are held before school (6:45 – 7:45) and after school (3:00 – 4:00) and on occasion, Saturday mornings.

One hour of attendance school (\$2) makes up:

- One absence or one Way late (whichever is highest point value) or

One half-hour of attendance school (\$2) makes up:

- One tardy

Our teachers and office staff will help you check your attendance but ultimately, it is your responsibility to check your attendance. We encourage you to check for accuracy frequently!

If you don't know your login and password for Skyward, you can get these from the attendance office.

Again we remind you that absences must be excused within 5 days of the absence.